

SUBSTITUTE TEACHER HANDBOOK



2019–2020

“*It makes a difference to this one.*”

From the Department of Human Resources
Shelley Unger, Substitute Coordinator

Revised 7/29/2019

Azle Independent School District



As a substitute teacher, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. Azle Independent School District values your role as a substitute teacher, and recognizes that your efforts to provide continuity in the absence of the regular teacher is extremely important.

We trust your substituting experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will accept the responsibility to ensure that the educational process will continue when the regular teacher is absent.

This handbook has been prepared to explain our procedures and to answer some of the questions you may have about substituting in Azle ISD. I hope that it will prepare you for the challenges you may encounter as substitute teachers.

Sincerely,

AZLE ISD

TABLE OF CONTENTS

Board of Trustees.....	1
Administration.....	1
Forward	2
Your Commitment	2
General Information	3
Applying to Substitute Teach.....	3
Re-Employment.....	3
Change of Name, Address, Telephone Number	3
Availability.....	3
Rate of Pay.....	4
Cancelling an Assignment.....	4
Payroll Procedures	4
Retired Teachers.....	4
Deferred Compensation Plan.....	4
Pay Period Schedule	5
Payroll Cut Off and Pay Dates.....	5
Employee Standards	5
Proper Dress	5
Parking	6
Duty Hours	6
Release of Children/Campus Visitors	6
Attendance	7
Student Medications.....	7
Discipline	7
Daily Summary/Log for regular teachers.....	7
Professional Ethics.....	8
Maintenance of School Property	8
Possession of firearms, weapons and animals.....	8
Collection and Lending of Money	8
Computer Use and Data Management	8
Use of Copyrighted Materials	9
Use of cellular phones, pagers, personal computers.....	9
Use This Handbook.....	10
Evaluation.....	10
Equal Employment Opportunity Policy	10
Job vacancy announcements.....	10
Freedom from Sexual harassment.....	11
Employee-to-Employee Harassment.....	11
Employee-to-student Harassment.....	11
Drug Abuse	12
Asbestos Management Plan	12
Pest Control Treatment.....	12
Employee Complaint/Grievance Policy and Procedures.....	12
Appreciation of Substitute Service	12
Azle ISD. District Campus Information.....	13
Direction to Azle ISD Campuses.....	14
Local Area Network, E Mail and Internet Acceptable Use Policies	15
Employee Handbook Receipt.....	19
Substitute Teacher Agreement.....	20

**AZLE INDEPENDENT SCHOOL DISTRICT
ADMINISTRATION AND BOARD OF TRUSTEES**

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FOREWORD

The purpose of this handbook is to help you in understanding the requirements, policies and procedures for substitute teachers in the Azle Independent School District.

The Azle Independent School District, the Board of Trustees, and professional staff consider substitute teaching an important aspect of its total school program and its operations. The substitute teacher plays a very important role in maintaining the high standards of teaching that are encouraged and promoted on each of our campuses and in each class meeting. We consider each instructional day to be important in the lives of our students. Therefore, the presence of the substitute teacher must ensure a continuous program of quality instruction. The role of the substitute teacher is one of great challenge -- one in which new and different situations may need to be confronted several times during the day. The work is never easy. Substitute teachers are expected to meet each challenge with personal dedication and sincere, conscientious effort. Substitute teachers are welcome as members of the district's professional team and are expected to be treated with consideration, courtesy, and respect by all school personnel, parents, and students.

Please feel free to call upon members of the Administrative Staff for assistance.

YOUR COMMITMENT

Your request and approval to serve the Azle Independent School District as a substitute teacher is recognized by the following commitment by you:

- You will accept the assignment when you are called.
- You will make every effort to continue the planned instructional program in this handbook.
- You will be familiar with the expectations as presented in this handbook.

Please make every reasonable effort to respond to all calls for substitute teaching. If a prior teaching engagement or a compelling personal reason requires that you decline a request, please give that reason to the one who calls you.

GENERAL INFORMATION

APPLYING TO SUBSTITUTE TEACH

Individuals interested in employment as a substitute teacher should pick up the application form from the Personnel Office at the Administration Building, 300 Roe Street, Azle, Texas. All applicants must furnish the Personnel Office the same information that is required by members of the regular teaching staff. A substitute teacher's file should contain an application, valid teaching certificate where applicable, official transcripts with the college seal and signature, three reference forms, and a completed W-4 Form.

A personal interview and a yearly mandatory orientation session are required of all applicants. A substitute teacher will be eligible for work upon approval of the Director of Personnel and completion of all necessary paperwork, orientation and items necessary for payroll accounting.

Only substitute teachers named on the approved list are eligible to substitute teach within the Azle Independent School District.

RE-EMPLOYMENT

All substitute teachers returning from the previous year must attend an orientation annually. No substitute will be eligible for active employment until an orientation and the appropriate paperwork has been completed.

Additional Mandatory Requirements: A returning substitute must have worked a minimum of 2 weeks within the 2018-2019 school year to be considered a returning substitute for the 2019-2020 school year. If you have not met these requirements, you will need to attend a New Substitute Orientation.

CHANGE OF NAME, ADDRESS, TELEPHONE NUMBER

It is the responsibility of the substitute teacher to notify the Human Resources Office of any changes in their name, address, telephone number, or qualifications.

AVAILABILITY

AESOP is the automated calling system for available substitute teacher jobs, this program will be discussed later in the meeting. Please log on to the AESOP program to create your non-work days when you are not available for assignments. This will keep AESOP and the Substitute Coordinator from calling you on the days you do not want to work. The Substitute Coordinator checks the listing from AESOP before calling about unfilled jobs for teachers, aides and special assignments in the district.

PAY RATE, PAYROLL PROCEDURES, REGULATIONS

RATE OF PAY FOR PROFESSIONAL SUBSTITUTE TEACHERS

Daily Rate		\$90.00
Long Term	(11-30 days)	\$110.00
Long Term	(31+ days)	\$180.00
RN		\$110.00

RATE OF PAY FOR PARA-PROFESSIONAL SUBSTITUTE TEACHERS

Teacher Aide	\$70.00
Special Education Aide	\$85.00

CANCELLING AN ASSIGNMENT

If you need to **CANCEL** an assignment please log on to AESOP and cancel your assignment. The system is available 24/7 so please cancel as soon as possible so that the system can start calling others to fill this job opening. If you have any problems canceling your assignment on AESOP please call the Substitute Coordinator at **817-270-1156** and leave your name and the school you were assigned.

PAYROLL PROCEDURES

A substitute teacher must sign in at the front office for each assignment. The substitute teacher work day is uploaded from the AESOP system. Pay is calculated from one payroll cut-off day of one month to the payroll cut-off day of the next month. Payroll procedures are subject to change.

Substitute teachers are required to have monthly checks directly deposited to their checking or savings account. If you do not have a bank account, the district has a local bank that will set up a free account for your direct deposit needs. Any questions concerning your pay check will need to be directed to the payroll department at 817-444-2831.

RETIRED TEACHERS

The district may employ any person receiving a service retirement benefit under the Teacher Retirement System of Texas. Retired teachers should contact TRS about number of days allowed to work with out affecting their teacher retirement benefits. TRS phone number is 1-800-223-8778.

Deferred Compensation Plan

Azle ISD provides a 457 Deferred Compensation Plan to all substitute employees in lieu of Social Security. Questions regarding the 457 Deferred Compensation Plan can be

answered by contacting at American United Life at P.O. Box #6011, Indianapolis, IN 46206 or 1-800-249-6269.

PAY PERIOD SCHEDULE

It is recommended that each substitute teacher keep an accurate record of the days worked, teacher(s) worked for, and name of school(s) to correct any errors that may occur concerning their substitute teachers paycheck. Questions concerning the paychecks should be directed to **Payroll** at 444-2831. These days are subject to change at any given time in order to meet necessary deadlines.

PAYROLL CUT OFF AND PAY DATES

CUT OFF FOR PAYROLL

August 23, 2019
September 20, 2019
October 18, 2019
November 15, 2019
December 20, 2019
January 24, 2020
February 21, 2020
March 27, 2020
April 24, 2020
May 29, 2020
June 26, 2020
July 31, 2020

PAYDAY

September 25, 2019
October 25, 2019
November 21, 2019
December 19, 2019
January 17, 2020
February 25, 2020
March 25, 2020
April 24, 2020
May 22, 2020
June 25, 2020
July 23, 2020
August 25, 2020

EMPLOYEE STANDARDS

PROPER DRESS

Substitutes are expected to exhibit a neat, clean, well-groomed and professional appearance. At no time should the substitute violate the district dress code, which is found in the Employee Handbook and Board Policy DH (Local) Employee Standard of Conduct. Both these policies are online at our website under "Board of Trustees."

PARKING

All substitute teachers should park in the staff parking lot at each campus.

DUTY HOURS

The AESOP program will call substitutes during the following hours:

Morning: 5:30 A.M. to 11:00 A.M.

Evening: 4:30 P.M. to 9:30 P.M.

The Substitute Coordinator will also call you directly during these hours when it is necessary to fill teacher assignments that AESOP has not been able to fill, upcoming special assignments or open aide jobs.

Please note that you should make a note of the following information when accepting assignments:

Teachers Name
School
Subject
Reporting Time

The normal teacher workday is 8 hours and 15 minutes. Substitute teachers report immediately to the campus principal or secretary's office upon entering the building for specific instruction and directives. Please allow yourself enough time to check in, locate the room and review the teacher's lesson plans before the students arrive. Additional duties assigned to the regular teacher are also the responsibility of the substitute teacher. These might include bus duty, lunch duty, hall monitor, etc. **If you are unable to perform morning or after school duty, you must notify the school secretary by noon, so that the campus will have time to assign someone else.**

RELEASE OF CHILDREN/CAMPUS VISITORS

ANY outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the principal's office. In any event, children are not to be released from the classroom without official notice from the building principal. **ALL** visitors must check in with office when they arrive on campus.

Become familiar with the procedure for checking class rolls, lunch schedule, and rules for emergency disaster and fire drills.

ATTENDANCE

It is important that accurate daily attendance records be kept. K-4 campus attendance must be checked in the morning and in the afternoon only in the P.M. Kindergarten. Classroom attendance in junior high and senior high schools should be recorded according to each individual school policy. Ask the Principal for specific instructions regarding the procedures for recording attendance. A list of absentees should be left for the classroom teacher.

STUDENT MEDICATIONS

All student medications must be kept in the nurse's office. Substitute teachers may not administer medications.

DISCIPLINE

Document all discipline problems thoroughly for the teacher and/or vice-principals. If any serious incident or misbehavior occurs, immediately request the assistance of a regular classroom teacher or administrator.

DAILY SUMMARY/LOG FOR REGULAR TEACHER

All substitute teachers should complete a daily summary for the regular teacher. The summary should include the following:

- Absent students
- Tardy students with time documented
- Assignments completed
- Assignments not completed
- Special instructions given students
- Detailed discipline documentation
- Additional pertinent information

PROFESSIONAL ETHICS

Substitute teachers are expected to keep confidential any information about the school (pupils, teacher, parents, and principal), which might be gained while on duty.

The substitute teacher has an obligation to reflect the standards of the profession and of the Azle Independent School District through his/her personal and professional behavior and dress.

MAINTENANCE OF SCHOOL PROPERTY

The regular classroom teacher is legally and morally charged with the school property as well as the welfare of the children and no less is expected of the substitute teacher. This includes but is not limited to audio/visual equipment, teacher assignments, tests and answer keys and teacher textbooks. It is expected that the substitute teacher will maintain good order wherever assigned and create such conditions as are conducive to a good learning situation.

POSSESSION OF FIREARMS, WEAPONS AND ANIMALS

“A person commits an offense if the person knowingly, intentionally, or recklessly possesses or goes with a firearm, illegal knife, or prohibited weapon listed in Penal Code 46.05 (a) onto the physical premises of a school or educational institution or any grounds or building in which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, unless pursuant to written regulations or written authorization of the District.” Further, “A person commits a third degree felony if the person, by exhibiting or using or threatening to exhibit or use a firearm, interferes with the normal use of a building or portion of a campus or of a school bus being used to transport children to and from school-sponsored activities. *Education Code 37.125 and Board Policy GKA (Legal)*

“No animal, fish, reptile or snakes, are allowed at school except service dogs and other approved by the principal for an educational purpose”.

To ensure safety to all persons, employees who observe or suspect a violation of the district’s policy should report it to their principal or call police immediately.

COLLECTION AND LENDING OF MONEY

The substitute should not receive money from students unless instructed to do so. If money is collected, it should never be left unattended and should be deposited with the school secretary as soon as possible. Substitute teachers should not lend money for any purpose.

COMPUTER USE AND DATA MANAGEMENT

The district’s electronic communication systems, including its network access to the Internet, are to be used for administrative and instructional purposes only. Electronic mail

transmissions and other uses of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management may contact the Director of Technology.

"All employees, including substitutes, shall read the Employee Acceptable Use Policy regarding use of computers." You will be required to read and sign this information during your initial orientation. All employees and substitutes are responsible for knowing and complying with the "Employee Acceptable Use Policy."

USE OF COPYRIGHTED MATERIALS

Employees are expected to comply with the provisions of copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (e.g. printed materials, videos, computer data and programs, etc.). All video materials must be approved by the principal and must be used in the classroom for educational purposes only.

USE OF CELLULAR PHONES, PAGERS, PERSONAL COMPUTERS

"Substitutes should keep all personal telecommunication devices, including but not limited to, cellular phones, paging devices and personal computers off except during lunch, breaks and conference periods." Texting is not allowed anywhere on campus while you are in charge of students. If you are reported for being on the cell phone, using your computer or texting while with students you will be removed from the substitute teacher call list.

"Student operation, use or visible possession of a telecommunications device, including but not limited to, a cellular phone, paging device, or texting shall be prohibited during school hours, between the beginning and ending of the school day, Monday through Saturday.

A device in the "on" position is considered in operation or use. Possession of a telecommunications device visible shall be permitted. As an exception, a student may use a telecommunication device when specifically authorized to do so by a supervising school official that is present at time of use. {Board Policy FNCE (Local) Student Conduct: Telecommunication Devices}" **If a student's cell phone should ring in the classroom you are to take it up, get the student's name and vice-principal's name and turn it into the office.**

USE THIS HANDBOOK

Please become acquainted with this handbook as soon as possible and familiarize yourself with school regulations.

EVALUATION

Periodically, at least annually, principals will submit to the Human Resource office an evaluation of the substitute teachers who have been used in their building during the year. A substitute's work is evaluated by but is not limited to the following:

- *Professional ethics*
- *Willingness to teach when needed*
- *Promptness in arriving to the assigned campus*
- *Willingness to take responsibility for your students*
- *Maintenance of good teaching atmosphere in the classroom*
- *Response of students to the substitute*
- *General teaching results*

The principal also reports whether or not they would recommend a substitute teacher for a regular teaching position if academic and certification qualifications and standards can be met. Many substitutes in the past have become employed as regular teachers. ***A principal may request that a substitute be removed from working on their campus. If another principal requests the same substitute to be removed, then that substitute will be removed from the Azle ISD substitute list.***

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Azle Independent School District does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualification, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the District Title IX Coordinator, the Director of Human Resources.

JOB VACANCY ANNOUNCEMENTS

Vacancies are posted on our website: www.azleisd.net
You may also contact our Human Resources office at 817-444-2368 for further information regarding any job opening opportunities. If you want to apply for any other positions in the district such as aide, paraprofessional or teacher you will need to complete the appropriate application for these jobs.

FREEDOM FROM SEXUAL HARASSMENT

Employee-to-Employee Harassment. Sexual harassment of a co-worker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly and implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as a basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or superintendent. Employees must follow the district's procedures for filing a complaint except when it would require presenting a complaint to the alleged harasser. The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action. (See Board Policy DIA(Legal) and DIA(Local))

Employee-to-Student Harassment. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning students at home or elsewhere and engaging in inappropriate sexual relationships.
- Engaging in physical contact that would reasonable be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obliged to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the superintendent.

(See Board Policy FFH (Legal) and FFH (Local))

DRUG ABUSE

Azle Independent School District is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

ASBESTOS MANAGEMENT PLAN

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the Administration Office and is available for inspection during normal business hours.

PEST CONTROL TREATMENT

Notices of planned pest control treatment will be posted in the district building 48 hours before treatment begins. Notices are generally located in the Administration Office. Pest control information sheets are available from principals and facility managers on request. "Employees shall not use pest control products without the expressed written permission of the Maintenance Department Supervisor".

EMPLOYEE COMPLAINT/GRIEVANCE POLICY AND PROCEDURES

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or appropriate administrator. However, if this does not provide a solution acceptable to the employee, formal procedures are outlined in board policy DGBA (Local) Personnel – Management Relations: Employee Complaint/Grievances.

APPRECIATION OF SUBSTITUTE SERVICE

A substitute teacher has one of the most challenging assignments in the school system. It is the responsibility of all school personnel to establish and maintain a favorable and respectful attitude concerning the substitute teacher and his/her work. Pupils must appreciate the need and the importance of the work of the substitute teacher and be urged to treat her/him in a courteous, kind and friendly manner. The Azle Independent School district must maintain the high status that rightly belongs to the substitute teacher.

AZLE INDEPENDENT SCHOOL DISTRICT CAMPUS INFORMATION

SCHOOL	ADDRESS	PHONE NUMBER	PRINCIPAL	SECRETARY
Azle High School Grades 9-12	1200 Boyd Rd.	817-444-5555	Randy Cobb	Kimberly Roberts
Azle Junior High Grades 7-8	201 School Street	817-444-2564	Brian Roberts	Sylvia Harp
Santo Forte Jr. High Grades 7-8	479 Sandy Beach Rd.	817-270-1133	William Manley	Keely Cook
Hoover Elementary Grades 5-6	484 Sandy Beach Rd.	817-444-7766	Joni Bettis	Lacy Iglesias
Azle Elementary Grades 5 - 6	1200 Lakeview Drive	817-444-1312	Gina Lee	Amanda Deweese
Cross Timbers Elementary Grades K-4	831 Jackson Trail	817-444-3802	Angela Holt	Jordan Greer
Eagle Heights Elementary Grades K-4	6505 Lucerne Drive	817-237-4161	Amy Rollmann	Rhonda Bagby
Liberty Elementary Grades K-4	11450 Liberty School. Rd.	817-444-1317	Lisa Koehler	Cynthia Robertson
Silver Creek Elementary Grades K-4	10300 FM 730 South	817-444-0257	Heidi Nelson	Kathy Carpenter
Walnut Creek Elementary Grades K-4	500 Stribling Drive	817-444-4045	Jessica Hanson	Kristy Young
PHOENIX School (DAEP) (Alternative)	483 Sandy Beach Road	817-444-4564	Dianne Boone	Pam Pool

Directions to Azle ISD Campuses

Azle High School – 1200 Boyd Road From State Highway 199, take FM 730 north approximately $\frac{3}{4}$ mile. Go Past Walnut Creek Elementary, continue on pass the next stop light, turn right at the second street to enter the AHS campus.

Azle Junior High – 201 School Street From State Highway 199, take Stewart Street north, turn right on Jarvis Lane or School Street, and the AJHS campus will be at the top of the hill.

Santo J. Forte Jr. High - 479 Sandy Beach Road From State Highway 199, take FM 730 north approximately 1 $\frac{1}{2}$ miles, turn right on Sandy Beach Road, and the campus will be approximately $\frac{1}{2}$ mile on the left.

Azle Elementary 1200 Lakeview Drive From State Highway 199, take Stewart Street north, turn right on Ash to Lakeview Dr., then turn left on Lakeview Dr.. The school will be on your right.

Hoover Elementary 484 Sandy Beach Road From State Highway 199, take FM 730 north approximately 1 $\frac{1}{2}$ miles, turn right on Sandy Beach Road, and the campus will be approximately $\frac{1}{2}$ mile on the right.

Cross Timbers Elementary 831 Jackson Trail From *westbound* State Highway 199, proceed .9 miles past the FM 730 exit, north on West Line Road to Kerry Lane turn left and then right on Jackson trail (approximately 1 mile) to Elementary on the left. (Land mark on HWY 199 – on left across from West Line Exit – A big blue sign “First Texas Bank) or from *eastbound* State Highway 199, take the FM 730 exit, go through stop light, remain on service road, take a right on Commerce, Left on Redbud, left on Kerry Lane, then right on Jackson Trail (approximately 1 mile) to Cross Timbers on the left.

Eagle Heights Elementary 6505 Lucerne Drive From *westbound* State Highway 199, exit right (or *eastbound* SH 199, turn left) on Hanger Cut Off, go north and turn right on Eagle Heights Drive. When Eagle Heights Drive ends at Lucrene Dr. turn left and Eagle Heights Elementary is to your right.

Liberty Elementary 11450 Liberty School Road From State Highway 199, take FM 730 north approximately 1 $\frac{1}{2}$ miles, turn right on Sandy Beach Road, and turn left at the second street, which is Liberty School Road. This will run into the elementary.

Silver Creek Elementary 10300 FM 730 South From State Highway 199, take Stewart Street south to Main Street. Turn right (west) on Main and proceed to the four-way stop sign at the far west end of the street. Turn left (south) on FM 730 and proceed approximately three (3) miles to Silver Creek Elementary on the left.

Walnut Creek Elementary 500 Stribling Drive From State Highway 199, take FM 730 north approximately $\frac{3}{4}$ mile. Turn right on Stribling Drive and go approximately $\frac{1}{4}$ mile. The school is on the left.

Azle Independent School District Local Area Network, E-Mail, and Internet - Acceptable Use Policies Employee Agreement

Introduction

The Azle Independent School District (AISD) provides its users with Local Area Network (LAN), electronic mail (e-mail), and Internet access necessary for the performance and fulfillment of curriculum requirements and individual job responsibilities.

It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help understanding the contents. Your network access is provided so that you may support educational curriculum needs and fulfill personal job responsibilities in accordance with AISD education needs. It is not intended for non-AISD use. Inappropriate use of AISD network resources can result in the loss of the privilege of using these educational and administrative tools.

Any connection to the Internet offers an opportunity for non-authorized users to view or access AISD information. Therefore, it is important that all network connections be secure, controlled, and monitored. Consequently, you should have no expectation of privacy while using AISD-owned or AISD-leased equipment. Information passing through or stored on AISD equipment can and will be monitored. You should understand that AISD maintains the right to monitor and review Internet, e-mail, and LAN use as necessary.

Rules for Appropriate Use

The LAN, e-mail, and Internet connections of AISD exist primarily to support district and education-related activities (e.g., classroom instruction, district staff duties, etc.).

In general, the support of AISD network resources requires a consistent operating environment. A major component of this environment is the software configuration on each computer on the AISD network. It is vitally important that the configuration on each computer be as consistent and static as possible. Any uncoordinated and/or unauthorized changes (e.g., by downloading software from the Internet) to one or more computer configurations can result in significantly degraded network performance.

It is understood that new software requirements come up frequently in a school environment. The district will strive to meet all educational and/or administrative technology needs, provided they are coordinated with appropriate AISD personnel.

Therefore, **it is vitally important that you do not alter the configuration of your machine in any way**, unless it has been coordinated and approved by the Technology Dept.

Permitted Use

Occasional and reasonable personal use is permitted, but not supported, provided it does not interfere with the performance of the AISD network, or performance of personal duties and responsibilities. Some examples of acceptable personal use might include:

**Azle Independent School District
Local Area Network, E-Mail, and Internet - Acceptable Use Policies
Employee Agreement**

- Corresponding with non-district entities via email, such as family members, athletic organizations, or local vendors
- Personal shopping or banking via the internet
- Non-school related information searches via the internet

You are responsible for the proper use of your personal network account. You must ensure that you do not share your ID and password with anyone else, regardless of circumstances. You can be held responsible for the misuse of your ID by other individuals.

Prohibited Uses

In general, improper uses of the AISD LAN, e-mail, and Internet systems fall into three categories:

- Copyright infringements or software licensing violations
- Illegal activities
- Degradation or abuse of network resources

Examples of improper use which fall into the above categories include, but are not limited to:

- Any illegal purpose.
- Any attempt to access, modify or manipulate AISD network systems with the intention of degrading or prohibiting system access, compromising user or system passwords, or modifying or destroying data.
- Accessing or distributing materials which are offensive, abusive, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Any activity or use which promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Commercial messages.
- Using someone else's network account (with or without permission).
- Abuse of AISD network resources. Examples include, but are not limited to:
 - Physical defacement, damage or destruction of network resources
 - Excessive printing, particularly for personal needs
 - Misrepresenting yourself and the AISD to others
 - Any activity which interferes with the ability of others to make effective use of the AISD network resources (e.g., playing internet games)
- Creation and/or distribution of software viruses.
- Gaining unauthorized access to restricted information or resources.
- Any activity which results in unnecessary network traffic that may interfere with the ability of others to make effective use of the AISD network resources.
- Gambling.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from AISD e-mail services or company machines.

**Azle Independent School District
Local Area Network, E-Mail, and Internet - Acceptable Use Policies
Employee Agreement**

- Downloading of unauthorized and/or unlicensed software or files. Improper/unauthorized downloads include, but are not limited to:
 - Pornographic material.
 - Utilities, tools and applications used to seek out system vulnerabilities and crack passwords.
 - Media players.
 - MP3 files.
 - Music sharing clients, such as Napster, KaZaa, Morpheus, Gnutella, Blubster, or any other like program
 - Web browser enhancements (HotBars, ToolBars, Bonzai Buddy, Gator, etc.)
 - Games of any kind.
 - Instant messaging clients not provided by AISD (AOL, MSN Messenger, Bonzai Buddy, etc.)
 - Copyrighted material without permission from the copyright holder.
 - Illegal/unlicensed software of any kind.

Purchasing of Hardware/Software

Hardware and software purchases must be made through the Technology Department. Donations must also be coordinated through Technology. Teachers and staff are not allowed to plug any hardware into the Azle ISD network that has not been authorized by the Technology Department (This includes hardware or software brought from home).

All donated equipment/software must meet AISD Technology standards. Donated computers must have Microsoft Windows XP and Office XP installed on them. If it does not have this software at the time of donation, the Technology Department will install the software and charge the campus accordingly.

Other Responsibilities

In addition to abiding by the requirements set forth above, you are responsible for:

- Honoring acceptable use policies of networks accessed through AISD's LAN, e-mail, and Internet services;
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations;
- Following copyright laws regarding protected commercial software or intellectual property.

Consequences For Inappropriate Use

Violations of these policies will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above policies, management can take disciplinary measures.

These can include:

- Suspension of personal network account;
- Revocation of the computer system account; or

- Other disciplinary or legal action, including termination, in accordance with AISD policies and applicable laws.

**Azle Independent School District
Local Area Network, E-Mail, and Internet - Acceptable Use Policies
Employee Agreement**

Please print clearly.

Legal Name: _____

Goes By: _____

Home Address: _____

Home Phone Number: _____

Campus: _____

_____ I have read the District's Local Area Network, E-Mail, and Internet – Acceptable Use Policies and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

_____ I understand that my computer use is not private and that the District will monitor my activity on the computer.

_____ I give permission for my picture to be displayed on the District's web pages.

Employee's Signature _____ Date _____

Substitute Teacher Employee Handbook Receipt

Name (Printed): _____

I hereby acknowledge that I have been given the option to view the Azle ISD Substitute Teacher Employee Handbook by accessing the Azle ISD website at www.azleisd.net or a hard copy version located in the administrative office of my campus/department. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I understand that I can access the complete text of all school board policies "on line" through the district internet at www.azleisd.net or <http://pol.tasb.org/Home/Index/1109> This includes the policies the district is required (by the Texas Education Code) to furnish to each administrator and teacher employed by term contract, which include but may not be limited to DAA (equal employment opportunity);

DBAA (employment requirements and restrictions criminal history and credit reports); DC (employment practices); DCB (term contract employment), DEA (salaries, wages, and stipends); DEC (leaves and absences); DFAC (return to probationary status); DF (termination of employment); DFB, DFBA, DFBB (termination of term contracts); DFD (hearings before hearing examiner); DFE (resignations); DFF (reduction in force); DGBA (employee complaints); DH (employee standards of conduct); DHE (searches and drug/alcohol testing); DI (employee welfare); DK (assignments and schedules); DIA (employee welfare- freedom from discrimination, harassment, and retaliation); DN series (performance appraisal). I understand that these policies include both (LEGAL), (LOCAL) and/or (EXHIBIT) portions, and that I am responsible for accessing any and all portions of the policies.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head and the Human Resource Department of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resource Office if I have questions or concerns or need further explanation.

Employee's Signature _____ Date _____

Please sign, date and then return a copy to the **Substitute Coordinator who will forward to the Human Resources Office.**

SUBSTITUTE TEACHER AGREEMENT

- All assignments have to be entered into the AESOP system. All long-term substitute assignments must report to the substitute coordinator if duty is missed. *Failure to follow these rules could result without pay.*
- *If you have concerns regarding job assignments please email the sub coordinator and she will schedule an appointment with you. All complaints and concerns need to be sent in writing to sunger@azleisd.net.*
- If no one has accepted an assignment by **6:30 a.m.** the substitute coordinator will begin calling any non-scheduled substitute teachers to try and fill the outstanding vacancies.
- Substitutes will be called by AESOP between the following hours:
 - (Please note the automated system is a 1-800#)
 - **6:00 AM till 10:30 A.M.** (current day) **4:30 P.M. till 9:30 P.M.** (next day)
- When accepting any assignment, write down the following information, teachers name, campus location, and start time.
- If you need to cancel an assignment do so through the AESOP system. If you are unable to cancel your assignment, email the substitute coordinator at sunger@azleisd.net Include the following information whenever canceling an assignment by email, your name, teachers name and campus.
 - **All sub cancellation within 24 hours need to be emailed to sunger@azleisd.net**
 - **Any substitute continually canceling assignments within 24 hours, is subject to be removed off the substitute list.**
- If you are not available to work on a particular day log the day into the AESOP system as non work day.
- *All subs are required to work (2) full day sub assignments per month. At the end of each month if you have worked less then (2) full day's worked or no verbal communication with the sub coordinator as to why you cannot work you will be deactivated from the Aesop Sub System.*
- *If you are deactivated you will have to reapply online and your application will be reviewed for rehire.*
- *At any time you receive three write ups you will be deactivated from the district sub list.*

I have read and understand the above agreement regarding substituting for Azle ISD.

- **Substitute Teacher Signature:** _____
- **Date:** _____